**Minutes - Board Meeting 11/05/2014**

Minutes of the meeting of the Board of Trustees of the Incorporated Village of Mineola held Wednesday, November 5, 2014 at Village Hall, 155 Washington Avenue, Mineola, New York 11501.

| | |
|---|---|
| **PRESENT:** | Mayor Scott P. Strauss<br>Trustee Paul S. Cusato<br>Trustee Paul A. Pereira<br>Trustee George R. Durham<br>Trustee Dennis J. Walsh |
| **ALSO PRESENT:** | Village Attorney John M. Spellman<br>Village Clerk Joseph R. Scalero<br>Superintendent of Public Works Thomas J. Rini<br>Superintendent of Buildings Daniel B. Whalen |
| **Press Observer:** | *Mineola American* |
| **Sunshine Observers:** | 8 Observers |

**Mayor Scott P. Strauss called the Work Session to order at 6:40 PM.**

**Resolution No. 300-14**

Resolved to approve bills and payroll.

Motioned by Trustee Paul S. Cusato
Seconded by Trustee George R. Durham

**Vote:**

| Yes | No | Abstain |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

*Chief Jeffery Clark of the Mineola Fire Department presented a fire department report.*

**Resolution No. 301-14**

Resolved to approve the minutes from the meeting of the Board of Trustees of October 1, 2014, October 8, 2014 and October 15, 2014.

Motioned by Trustee Paul S. Cusato
Seconded by Trustee Paul A. Pereira

**Vote:**

| Yes | No | Abstain |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 302-14**

Resolved to approve a request by the Mineola Portuguese Center, Inc. for the use of Wilson Field Park and one soccer field for its Carnival, Friday June 5, 2015 through Sunday June 7, 2015.

Motioned by Trustee Paul A. Pereira
Seconded by Trustee Dennis J. Walsh

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 303-14**

Resolved to approve a request of The Irish American Society of Nassau, Suffolk & Queens, Inc. for the use of village roads to conduct a St. Patrick's Day Parade on Sunday March 1, 2015 at 1:00 PM.

Motioned by Trustee George R. Durham
Seconded by Trustee Dennis J. Walsh

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 304-14**

Resolved to approve a request by the Veterans of Foreign Wars - Pvt. Adolph Block Post #1305 for use of a Community Center general purpose room from 8:00 PM – 9:30 PM on the following Wednesday dates:

| | |
|---|---|
| January 28, 2015 | July 22, 2015 |
| February 25, 2015 | August 26, 2015 |
| March 25, 2015 | September 23, 2015 |
| April 22, 2015 | October 28, 2015 |
| May 20, 2015 | November 18, 2015 |
| June 24, 2015 | December 16, 2015 |

Motioned by Trustee Paul A. Pereira
Seconded by Trustee Paul S. Cusato

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 305-14**

Resolved to approve a request by the County Seat Kiwanis for the use of the Community Center auditorium on Saturday, January 31, 2015 from 4:00 PM - 6:00 PM and Sunday, February 1, 2015 from 6:00 AM to 1:00 PM for a Pancake Breakfast.

Motioned by Trustee Paul S. Cusato
Seconded by Trustee George R. Durham

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 306-14**

Resolved to approve a request by the Mineola Memorial Post No. 349 to use Mineola Memorial Park for the purpose of conducting a Veterans Day ceremony on November 11, 2014 at 11:00 AM.

Motioned by Trustee Dennis J. Walsh
Seconded by Trustee Paul A. Pereira

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 307-14**

Resolved to authorize a Change Order to the 2013 Roadway Improvements Requirements Contract to allow for the reconstruction and repair of the two sets of Tennis Courts at Memorial Park.

Contractor: Pratt Brothers, Inc.
Change Order Cost: $167,211.00

Funding Source: Development Incentive Bonus Funding

Motioned by Trustee Paul A. Pereira
Seconded by Trustee Paul S. Cusato

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 308-14**

Resolved to award the Emergency Request for Proposals for the replacement of six collapsing catch basins at a low bid price of $43,520.00, to the lowest proposal, Pratt Brothers, Inc.

| | |
|---|---|
| Pratt Brothers, Inc. | $ 43,520.00 |
| Valente Contracting Inc. | $ 52,400.00 |
| Posillico Civil | $ 65,100.00 |

Recommend awarding to lowest proposal, Pratt Brothers, Inc.

Funding Sources: 2014/2015 Budget and/or Unreserved Fund Balance

Motioned by Trustee Paul A. Pereira
Seconded by Trustee Dennis J. Walsh

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

*Superintendent of Public Works Thomas J. Rini gave a report on the paving projects occurring throughout the village.*

*Superintendent of Buildings Daniel B. Whalen gave an update report on the ongoing projects throughout the village and presented a monthly financial report for October 2014.*

**Resolution No. 309-14**

**Resolved to adopt the following Long-Term Capital Financial Plan:**

## INCORPORATED VILLAGE OF MINEOLA
# LONG-TERM CAPITAL FINANCIAL PLAN

### Introduction

As is the case with many mature suburban communities on Long Island, the Incorporated Village of Mineola ("Village") faces significant financial challenges with respect to its ageing municipal infrastructure. Increasing service and utilization demands, rising maintenance costs, expanding Federal, State and County mandates and continuing useful-life expirations make it prudent to develop a long-term plan for re-investing in our community infrastructure and identifying the capital expenditures necessary for that re-investment.

The challenge facing the Village is to continually identify the needs of the community, to maintain acceptable service levels, to repair and replace existing infrastructure, to address community health, safety and environmental risks and to implement prioritized strategic initiatives while at the same time minimizing the tax impacts upon residents and property owners.

### Importance of a Long-Term Capital Financial Plan

A long-term financial plan for capital projects is a road map to guide the Village in future planning and decision-making in order to help ensure that the Village:

1. Has a plan to protect and maintain its assets;
2. Has a reasonable degree of stability and predictability with respect to the tax burden;
3. Has a fair sharing in the distribution of resources between current and future taxpayers;
4. Maximizes its financial flexibility;
5. Minimizes financial vulnerability during economic downturns; and
6. Maintains programs and services at their desired levels.

### Guiding Principles

In developing a long-term plan for capital projects, the following principles have been applied:

1. Take a long-term (10-year) perspective;
2. Maintain existing service levels;
3. Maintain and expand existing infrastructure;

4. Maintain financial reserves; and

5. Utilize a "pay-as-you-go" philosophy in accordance with the Village's Debt Management Plan.

**Objectives**

The plan undertakes to promote the following objectives:

1. Maximize long-term community benefit

    - by maintaining the Village's required infrastructure in a "state of good repair" by taking into consideration life-cycle costing in order to provide for the future rehabilitation/replacement of assets;

    - by undertaking regular review of remaining life and condition of assets and determining whether the Village's financial reserves are sufficient to meet the rehabilitation/replacement demands at the required time;

    - by annually reviewing assets and facilities and evaluating them based upon service demand and service level benchmarks such as revenue/cost targets;

    - by disposing of capital assets that are not required for long-term community purposes or that have been identified as surplus items; and

    - by reviewing and revising a 5-year Capital Budget on an annual basis to address the Village's tangible capital asset replacement and infrastructure renewal requirements.

2. Ensure that operating revenues are sustainable (taxes v. user fees)

    The plan seeks to make sure that support for infrastructure rehabilitation/replacement/expansion can be promoted

    - by financing ongoing expenditure requirements from ongoing sustainable revenue sources such as taxation, user fees, Federal and State grants;

    - by establish target portions of program costs to be raised through user fees or charges based on benefits received;

    - by establishing user fees or charges that will yield the target proportions;

    - by striving to increase user fees or charges as a percentage of overall funding by identifying new areas where user fees can be implemented; and

    - by ensuring that both operating and capital costs are considered when establishing user fees or charges.

3. Building capital reserve funds

    Capital reserve funds are a critical component of the Village's long-term financial plan. They are used to provide for one-time or short-term requirements, to provide for future replacement or acquisition of capital assets and to provide flexibility to manage debt in accordance with the Village's Debt Management Plan. The building of capital reserve funds shall primarily be accomplished through

    - allocation of operating surplus

    - operating budget allocation

    - development incentive payments

Motioned by Trustee Dennis J. Walsh
Seconded by Trustee Paul A. Pereira

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 310-14**

**BOARD OF TRUSTEES**
**INCORPORATED VILLAGE OF MINEOLA**
**RESOLUTION ESTABLISHING A CAPITAL RESERVE FUND TO FINANCE PARK IMPROVEMENTS**

**RESOLVED**, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "Park Improvement Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of the following capital improvements: ball field and playground playing surfaces, park lighting, park paving, a park bandstand, a park gazebo, tennis courts and a refreshment stand. The estimated maximum cost of such capital improvement is Two Million ($2,000,000.00) Dollars.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Incorporated Village of Mineola. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interested earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Board of Trustees and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law and any other law.

This resolution is subject to permissive referendum pursuant to subdivision 4 of Section 6-c of the General Municipal Law.

Motioned by Trustee Paul S. Cusato
Seconded by Trustee Dennis J. Walsh

**Vote:**

| **Yes** | **No** | **Abstain** |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 311-14**

**BOARD OF TRUSTEES**
**INCORPORATED VILLAGE OF MINEOLA**
**RESOLUTION ESTABLISHING A CAPITAL RESERVE FUND TO FINANCE FIRE SERVICE EQUIPMENT**

**RESOLVED**, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "Fire Service Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of the following capital purchases: an aerial truck, a transport bus and mandated escape systems. The estimated maximum cost of such capital improvement is One Million Five Hundred Thousand ($1,500,000.00) Dollars.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Incorporated Village of Mineola. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interested earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Board of Trustees and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law and any other law.

This resolution is subject to permissive referendum pursuant to subdivision 4 of Section 6-c of the General Municipal Law.

Motioned by Trustee Paul A. Pereira
Seconded by Trustee Paul S. Cusato

**Vote:**

| Yes | No | Abstain |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 312-14**

Resolved to retain the consulting firm of Phillips Preiss Grygiel, LLC. to review and evaluate the Village of Mineola's Comprehensive Master Plan and to provide an evaluation of the impact of the multi-family development(s) under consideration.

Motioned by Trustee Dennis J. Walsh
Seconded by Trustee George R. Durham

**Vote:**

| Yes | No | Abstain |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Resolution No. 313-14**

Resolved that the application of Village employee Thomas Murphy to opt-out of the Village of Mineola's Health Insurance program is granted, effective as of his commencement of service.

Motioned by Trustee Paul A. Pereira
Seconded by Trustee Paul S. Cusato

**Vote:**

| Yes | No | Abstain |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Mayor Scott P. Strauss requested a motion to close the Work Session at 7:15 PM.**

Motioned by Trustee Paul A. Pereira
Seconded by Trustee George R. Durham

**Vote:**

| Yes | No | Abstain |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Mayor Scott P. Strauss called the Public Meeting to order at 7:35 PM.**

**PRESENT:** Mayor Scott P. Strauss
Trustee Paul S. Cusato
Trustee Paul A. Pereira
Trustee George R. Durham
Trustee Dennis J. Walsh

**ALSO PRESENT:** Village Attorney John M. Spellman
Village Clerk Joseph R. Scalero
Superintendent of Public Works Thomas J. Rini

**Press Observer:** *Mineola American*
*Williston Times*

**Sunshine Observers:** 13 Observers

Mayor Scott P. Strauss reported that the Board of Trustees adopted a Long Term Capital Plan at this evening's work session; announced the opening of two new businesses and welcomed them; stated that Tsontos Furriers has relocated to larger quarters on Jericho Turnpike within the village; and thanked all involved for their hard work in making the Halloween party a great success. Mayor Strauss announced the resignation of Chairman John Macedo from the Zoning Board of Appeals, thanked him for his service over a period of more than 20 years and wished him well.

Trustee Paul A. Pereira extended his congratulations to all those officials elected or re-elected and wished them good luck; reminded residents to participate at the Veteran's Day ceremony at Memorial Park November 11 at 11:00 AM; announced that the Mineola High School football team will be in the playoffs and encouraged residents to support them; and thanked John Macedo for his many years of service to the village.

Trustee Paul S. Cusato also congratulated all local elected or re-elected officials, and reported that the Mineola High School marching band placed 2nd in the New York State Championship in Syracuse.

Trustee George R. Durham announced that online registration for the Mineola Athletic Association has opened early and that fees will remain the same until December 31 whereupon they may rise somewhat; stated that the Mineola Athletic Association's annual meeting will be on December 3 to elect officers. Trustee Durham also stated that the Mineola School Board will be holding a public hearing with regard to Veterans' exemptions on November 6 at 6:30 PM and encouraged residents to attend.

Trustee Dennis Walsh congratulated Mr. James Petrowski, the head usher at Corpus Christi Church on being awarded the St. Agnes Medal by the Rockville Centre Diocese as the top volunteer in the diocese; reported on the annual food drive held by the Golden Age and Leisure Clubs, thanking them for their contributions to the Mary Brennen INN.

*1 Speaker addressed the Board*

**Mayor Scott P. Strauss proposed the following resolution:**

**Resolution No. 314-14**

Resolved to appoint Richard Kotowski as interim Chairman of the Zoning Board of Appeals.

Motioned by Trustee Paul S. Cusato
Seconded by Trustee Dennis J. Walsh

**Vote:**

| Yes | No | Abstain |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |

**Mayor Scott P. Strauss requested a motion to close the Public Meeting at 7:55 PM.**

Motioned by Trustee Dennis J. Walsh
Seconded by Trustee Paul A. Pereira

**Vote:**

| Yes | No | Abstain |
|---|---|---|
| Mayor Scott P. Strauss | | |
| Trustee Paul S. Cusato | | |
| Trustee Paul A. Pereira | | |
| Trustee George R. Durham | | |
| Trustee Dennis J. Walsh | | |